



The Town of Greeneville is currently looking for a Finance Specialist to join our team. The employee in this role will be responsible for various duties, including AP/AR, cash handling, property tax collection, issuing business licenses, etc.

The ideal candidate has good interpersonal and communication skills, customer service skills as well as sound decision-making abilities. Knowledge of proper office methods, accurate record-keeping, office equipment & Microsoft Office Suite experience preferred. Experience with accounting software and municipal accounting is a definite plus. A High School Diploma/GED is required, but a college degree is preferred. Salary DOE.

Please complete an employment application and return to Human Resources at Town Hall. You can download the application by visiting [https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded\\_file/4541/TOG/4174938/Application\\_for\\_Employment\\_rev2-11-22\\_fillable.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/4541/TOG/4174938/Application_for_Employment_rev2-11-22_fillable.pdf) or pick up in person at Town Hall (Finance Window). Please return the application in person, via postal mail to ATTN: HR EMPLOYMENT, 200 N. College St., Greeneville, TN 37745, or email [hrstaff@greenevilletn.gov](mailto:hrstaff@greenevilletn.gov). A complete employment application is required for all positions.

All full-time positions include a comprehensive benefits package, including state retirement, medical/dental/vision insurances, paid time off and more.

Application deadline is 5/15/24 at 5pm.

**The Town of Greeneville is an EOE/TN Drug Free Workplace.**